



STATE OF NEW JERSEY
DEPARTMENT OF PERSONNEL

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**NEW JERSEY DEPARTMENT OF PERSONNEL ANNOUNCES NEW AND
CONVENIENT ONLINE SERVICE FOR JOB APPLICANTS AND CIVIL
SERVICE EMPLOYEES**

TRENTON, NJ—A new and convenient on-line service, now available at www.nj.gov/personnel, is making potential employment information more accessible to qualified candidates who have applied for civil service jobs.

To compete for promotional and or entry-level exams, an interested candidate must respond to a job announcement, an invitation for the public to compete for existing and future job vacancies in State or local government. Once all interested candidates have taken the exam (or completed the application process), the names of all the qualified candidates go on an "eligible list," ranked by score. When a hiring agency notifies DOP that it wants to fill a vacancy, DOP sends them the names that are ranked highest on the eligible list for the title associated with that agency. This is called a certification list. When a candidate's name appears on a certification list, it means that person may be interviewed and considered for appointment.

In the past, candidates and appointing authorities needed to wait for these lists to be sent out via postal mail. To further the DOP mission to streamline services and increase responsiveness, eligible lists will now be posted online, making information readily available to candidates for either entry-level or promotional positions. Successful candidates who become certified are then eligible for appointment to a specific government job title once an opening is established.

"This new feature of the Department of Personnel website will help speed the hiring and promotional process," said Acting Commissioner Marjorie A. Schwartz. "We're continuously striving to improve existing Personnel services for the State's workforce and those seeking a career in public service."

Applicants and appointing authorities will continue to receive results in the mail; however, this new on-line service will grant instant access to candidates' rankings on the eligibility list.

"This new online enhancement is in keeping with the Department of Personnel's continuing commitment to better serve our customers," said John Kraus, Director of Selection Services, the Personnel division that assists state and local government agencies in the recruitment and selection of employees, and is responsible for this new feature.

- The lists will show the names, ranks, and final averages of candidates along with their veterans' status. The candidates' resident status will also be available. Applicants who were found ineligible, who failed the selection process, or who failed to take the examination will not appear on these lists.
- Lists will appear on the web as soon as they become public information and will remain online for 90 days.
- Lists on the web will reflect results known at the time the list is issued. However, if an entire list has been changed, it will be updated online.
- Lists include results for both entry level and promotional openings.
- Lists that will not be published online involve entry-level titles associated with the Clerical Assessment Program (CAP), the Law Enforcement Examination (LEE) program (e.g. police, sheriff and correction officer titles, etc.) and firefighter lists.

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The mission of the New Jersey Department of Personnel is to attract, develop and retain a high quality workforce for State, county and municipal governments and to partner with management and labor to develop a fair, efficient human resource delivery system rewarding quality, merit, and productivity.